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Office Memorandum • UNITED STATES GOVERNMENT

TO : C/Plans and Policy Staff

DATE: 9 November 1955

FROM : C/Junior Officer Training Program

SUBJECT: Weekly Activity Report #45
2-8 November 1955A. SIGNIFICANT ITEMS

Nothing to report.

B. NORMAL ACTIVITIES

1. [] C/Mgmt. St., has submitted a series of five, short JOT training assignments in the Management Staff "based solely on our desire to contribute that end product and not at all from the view of contribution to our work burden" and with the agreement that "any assignment can be laid on without advance notice and without any particular order and also may be as intermittent as you desire." These opportunities will be useful in filling in vacant dates between assignments of JOT's.

2. [] have begun seminar work in Arabic [] for two hours twice a week in order to maintain their fluency in this language -- all of this thanks to [] intercession.

3. Meetings on the subjects indicated were held with the following officials:

[]	- need for JOT on []	25X1
[]	- placement of []	25X1
[]	use of JOT's overseas	
[]	- minor personnel problem	
[]	- methods to control JOT overtime	
[]	- training programs in the DDJ	
[]	- characteristics of five JOT candidates	
[]	- arranging that [] not be required to extend	25X1
in []		
[]	- JOT applicants	
[]	- [] attendance at the Conference	25X1
[]		

4. DC/JOTP attended the OSI briefing.

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5. It has been arranged that hereafter it will be standard operating procedure for all JOT's who leave the Agency to have exit interviews with A&E Staff for the purpose of discovering whether or not at the time of assessment more information could have been ascertained concerning the individual's career interest. These findings are to be discussed with the C/JOTP.

6. [] has left PCS in []

7. [] has been temporarily attached for on-the-job training to SR-7.

8. [] is taking a course on []

9. Interviews were held with the following JOT's: [] (IO assignment pending o/s duty); [] (exit interview); [] (interview prior to assignment); [] (on-the-job training); [] (future training assignments); [] (permanent assignment in their present components); [] (ad hoc assignment); [] (study of [] (progress in present assignment); [] (future assignments); [] (general matters); []

C. PERSONNEL NOTES

1. [] has processed out.

2. [] has entered on duty.

3. [] has been assigned to A&E Staff for one week pending entrance into Operations Support.

4. [] is reported to have recovered nicely from her difficulty.

5. Interviews were held with seven JOT candidates. Of three new files reviewed, two were put in suspense and one was rejected.



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